

Request for Proposal

Developer for ABA Free Legal Answers Platform

We will consider all responses that are sent to the RFP Coordinator, Angie Wagenhals, at awagenha@mtlsa.org, by 5:00 pm MST on June 19th, 2017. Please include the name of the project, "ABA Free Legal Answers Platform Update" in the subject line. All communication concerning this Request for Proposal must be directed to awagenha@mtlsa.org. Any oral communications will be considered unofficial and nonbinding on MLSA. Only written statements issued by the RFP Coordinator may be relied upon.

PROJECT SUMMARY

Through this Request for Proposal (RFP), Montana Legal Services Association (MLSA) is soliciting proposals from programmers familiar with the ABA Free Legal Answers (<https://abafreelegalanswers.org>) or Online Tennessee Justice and who are willing to program changes to the site as dictated by MLSA.

MLSA received a Pro Bono Innovation Fund (PBIF) grant through the Legal Services Corporation (LSC) in order to adapt Online Tennessee Justice for Montana. During the course of the grant, Online Tennessee Justice expanded and became ABA Free Legal Answers. However, in order for Montana to participate, its site needs to comply with LSC regulations. There are several programming changes that need to occur before the site complies with LSC.

The ABA will provide the software once a programmer is hired and the ABA will allow the programmer to make the requested changes for Montana. MLSA believes that a familiarity with Online Tennessee Justice or ABA Free Legal Answers will thus be a helpful component of any successful RFP.

WHO WE ARE

MLSA is a law firm that empowers low-income people by providing legal information, advice, and other services free of charge. Our mission is to protect and enhance the civil legal rights of, and promote systemic change for, Montanans living in poverty. MLSA accomplishes its mission by engaging with the low income community in Montana to become their advocates to change the systems that keep people in poverty.

PROJECT DESCRIPTION

The object of this project is to update ABA Free Legal Answers for Montana. The Montana site will be called Montana Free Legal Answers. The vendor will make changes to the existing platform as described in attachment A and outlined below. After delivery of the beta version of the updated site, the vendor will engage in revision and refinement of the site based on feedback from internal and end user testing to ensure that the site is working as intended. For a limited period to be determined by the vendor and MLSA, the vendor will also assist in debugging/refining the site as needed after public launch. Some of the changes anticipated include:

- **Citizenship attestation**: The current ABA Free Legal Answers template does not contain a

question of citizenship. MLSA is required to gather this information for LSC compliance.

- **Increased income screening:** MLSA is required to gather additional income information in addition to what the ABA Free Legal Answers site currently asks. MLSA will need to add additional questions on household size, assets, and income in order to comply with LSC regulations. Along with these changes are some minor language edits to increase readability for MLSA's client base.
- **Branching logic based on above changes:** The above income screening edits require the addition of branching logic. For example, MLSA needs to add a question "Do you expect your income to change in the near future." If a user identifies that they do expect their income to change, they need to be directed to a different end screen than those users who do not expect their income to change.

RFPs will be evaluated based on the proposed timeline and budget for the project as well as a demonstrated understanding of LSC programs.

PROJECT SCHEDULE

- RFP released – June 7, 2017
- Responses due no later than 5pm MST, June 19, 2017
- Successful proposal announced – June 21, 2017
- Contract signed and work commences – June 26, 2017
- Work must be completed by September 1, 2017

PAYMENT

It is anticipated that payment will be made by MLSA in two installments contingent upon completion of the updates made to the site. The first payment will be made on or before June 26, 2017, when the contract is signed. The second and final payment will be made upon the satisfactory completion of the updates to the materials and upon the satisfactory completion of the revisions after testing, expected to be on or before September 1, 2017. Alternative payment arrangements, including monthly billing for time spent, may be negotiated with the programmer selected.

THE INFORMATION WE NEED

For consideration, please provide:

1. Vendor's Name, address, federal tax identification number or Social Security Number (SSN), Uniform Business Identifier (UBI) number, and a description of the vendor's legal status, e.g., corporation, sole proprietor, etc.
2. Vendor contact's name, telephone number, fax number and email.
3. A statement that guarantees that the response constitutes a firm offer valid for sixty (60) days following receipt and that MLSA may accept any time within the 60 day period.
4. A statement on whether the vendor or any employee of the vendor is related by blood or marriage to an MLSA employee or resides with an MLSA employee. If there are such relationships, list the names and relationships of said parties. Include the position and responsibilities within the vendor's organization of such vendor employees.

5. State whether the vendor has been a party in any litigation during the past five (5) years, all such incidents except employment related cases must be described, including the other parties' name, address, and telephone number. Present the vendor's position on the matter.
6. Provide an estimated number of hours you believe the project will take.
7. Provide a statement of your hourly rate and any other information about your compensation requirements.

Proposals that exceed 10 pages in length will not be accepted. Late proposals will not be accepted and will be automatically disqualified from further consideration. Vendors must respond to each question/requirement listed above. In preparing their response, vendors should restate each requirement and then give their response.

Exhibit A- Updates to Income Screening Questions